

PRIVATE SECURITY TRAINING NEWS

TO: <<NAME>>

FROM: The Private Security Services Training Unit

RE: Training News for March 2007

INSTRUCTOR TRAINING

Upcoming instructor in-service in Salem/Roanoke. We still have space available in our April sessions at the Cardinal Criminal Justice Academy in Salem. For those of you in the southwest region, this is a great opportunity to take care of your in-service needs for both instructor in-service courses (13I + 14I), and compliance agent in-service (12I) too without traveling to Richmond! Remember to get those enrollment applications in soon or simply log in to Watson to enroll online.

Click on this link to check the training schedule now: <http://www.dcjs.virginia.gov/pss/training/dcjs/dates.cfm>

ONLINE SERVICE DISRUPTIONS

As you may know, VITA (the Commonwealth's IT agency) has recently made some changes to our internal hardware as well as our servers. This has resulted in some ongoing, intermittent service disruptions with the website, Watson and the Osprey school system. We apologize for these inconveniences and want you to know that we do everything within our power to report and work to correct these disruptions. Since all of you utilize Osprey, this may become frustrating for you when trying to enter sessions. When attempting to use our online services, if you experience a problem, please try to access the system later in the day, or the following morning. If you are still experiencing difficulty, please report the problem to Kathy Truesdale at Kathy.Truesdale@dcjs.virginia.gov and try access one more time. If, after your third attempt over a 2 or 3-day period, you are still unable to access Osprey, you may fax in your session notification if the session is due within 7 days. Please make a note to the Training Unit that you have had multiple Osprey failures and note your log in attempts.

OPERATIONAL UPDATE

1. **Administrative responsibilities of training schools.** In order to help you properly maintain compliance with all of your administrative responsibilities, we will be sending to all certified training schools a memo outlining some problem areas we have seen recur. This tool will provide you with the regulation

requirement, and the procedure or policy to help you meet those requirements. We hope that this tool will reduce the frequency of reporting omissions and violations that have been occurring allowing you to focus on training. The memo will not be sent to individual instructors – if you have questions about your administrative responsibilities, please see your school director. This memo will be sent in the early part of next month.

FAQs

Q: When does a firearms discharge need to be reported to DCJS and by whom?

A: The registrant who actually was responsible for the discharge must report that to DCJS within 24 hours of the incident. Subsequent to that, the employing business's compliance agent must also report the incident to DCJS within 10 days. This is a required redundancy. Please ensure that you educate all of your armed students that they are individually responsible for reporting to DCJS - not just to the compliance agent. The Firearms Discharge Report form can be found on our website here:

http://www.dcjs.virginia.gov/forms/privatesecurity/pss_fr.pdf

OTHER NEWS

This past week, a fire severely damaged Shooter's Paradise in Woodbridge - one of the approved firing ranges in northern Virginia. The company's website states that they intend to rebuild. No one was injured during or as a result of the fire.

*Remember to send us e-mail with any stories or frequent student questions so we can share in the Instructor forum! For follow-up to this newsletter, **please do not use the "REPLY" button in your e-mail program.** You may send e-mail to us at: PSSTraining@dcjs.virginia.gov*